

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 Post Office Box 11066  
 Richmond, Virginia 23230-1066  
 (804) 367-2039  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



Real Estate Appraiser Board  
 LICENSE APPLICATION

A check or money order payable to the TREASURER OF VIRGINIA, or  
 a completed credit card insert must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

Select the **one** license you are requesting.

Initial License	Fee *	<input checked="" type="checkbox"/>	License Upgrade	Fee	<input checked="" type="checkbox"/>
Certified General	\$ 191.00	<input type="checkbox"/>	Certified General	\$ 65.00	<input type="checkbox"/>
Certified Residential	\$ 191.00	<input type="checkbox"/>	Certified Residential	\$ 65.00	<input type="checkbox"/>
Licensed Residential	\$ 191.00	<input type="checkbox"/>			
* Includes \$50.00 National Registry Fee Assessment					

- Name \_\_\_\_\_  
 First Middle Last Generation  
 (SR, JR, III, etc.)
- Social Security Number \* \_\_\_\_\_
- Date of Birth \_\_\_\_\_
- Home Street Address (PO Box not accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
- Mailing Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
- Telephone & Facsimile Numbers \_\_\_\_\_  
 ( ) - ( ) - ( )  
 Telephone Facsimile Beeper/Cellular
- Do you have a current or expired real estate appraiser license issued by the Virginia Real Estate Appraiser Board?  
 No ☐  
 Yes ☐ License Number 4 0 0 1 Expiration Date \_\_\_\_\_
- Do you hold a current or expired real estate appraiser or real estate appraiser trainee license, certification or registration from another jurisdiction?  
 No ☐  
 Yes ☐ If yes, complete the following table. Applicants are also required to submit an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from each jurisdiction. **ALL current and expired licenses in all states must be listed.**

State	License, Certification or Registration Number	Expiration Date

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				<b>4 0 0 1</b>	

9. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with the lawful authority to issue such order, decree or case decision.
10. Have you ever been convicted, found guilty or pled guilty, regardless of adjudication, in any jurisdiction of **any felony** or a **misdemeanor involving moral turpitude**? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

☞ See page 3 of this application for information on how to obtain the required police and court records.

11. Are you applying for a real estate appraiser license through reciprocity?
- No ☐ If no, skip to question #13.
- Yes ☐ If yes, please attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from all jurisdictions where you are currently licensed. The board *may* also require that you submit verification of your experience/education.

By signing this application you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

**Sign the one statement (#12 or #13) that applies to your application.**

12. **Reciprocity Statement** (to be signed by all reciprocity and temporary license applicants)
- I, the undersigned, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charge (in any jurisdiction) prior to receiving my license. I also certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations*.
- Signature \_\_\_\_\_ Date \_\_\_\_\_
13. **Non-Reciprocity Statement** (to be signed by all applicants not applying through reciprocity)
- I, the undersigned, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charge (in any jurisdiction) prior to receiving my license. I certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia*, the *Real Estate Appraiser Board Regulations* and the *Uniform Standards of Professional Appraisers Practice*®. I certify that I meet the minimum real estate appraiser experience and education requirements established in the *Real Estate Appraiser Board Regulations* for the type of license I am requesting and understand that the Real Estate Appraiser Board may request proof of this experience in the form of written reports or file memoranda which shall be made available to the Board upon request.
- Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please make copies of the application for your records.**

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

## ADDITIONAL REQUIREMENTS

APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE APPRAISER LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.

Certifications/Letters of Good Standing from other states/jurisdictions must include:

1. Type of license;
2. Current status of license;
3. Any disciplinary actions;
4. How and when license was issued; and
5. Original signature and seal from the state/jurisdiction.

Instructions on obtaining Court and Criminal History Records

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Policy, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Appraiser Board which requires an additional two to three months of processing and review time.

## EDUCATION

- Licensed Residential Real Estate Appraiser requires **150 hours** of education.

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
<b>Total</b>	<b>150 hours</b>

- Certified Residential Real Estate Appraiser requires **200 hours** of education.

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours
<b>Total</b>	<b>200 hours</b>

- Certified General Real Estate Appraiser requires **300 hours** of education.

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	60 hours
General Appraiser Report Writing and Case Studies	30 hours
Appraisal Subject Matter Electives	30 hours
<b>Total</b>	<b>300 hours</b>

Please review our website [www.dpor.virginia.gov](http://www.dpor.virginia.gov) for approved schools and courses.

## EXPERIENCE

Minimum experience required for a **Licensed Residential Real Estate Appraiser License**:

- 2,000 hours of appraisal experience in no less than 12 months.

Minimum experience required for a **Certified Residential Real Estate Appraiser License**:

- 2,500 hours of appraisal experience obtained during no fewer than 24 months.
- An Associate's degree or 21 semester credit hours in specific courses.
- Upgrade applicants from Licensed Residential Real Estate Appraiser to Certified Residential Appraiser must submit a NEW Experience Log for the 2,500 hours of appraisal experience obtained during no fewer than 24 months.

Minimum experience required for a **Certified General Appraiser License**:

- 3,000 hours of appraisal experience obtained during no fewer than 30 months.
- 1,500 hours of the 3,000 must be in nonresidential appraisal assignments.
- A Bachelor's degree or 30 semester credit hours in specific courses.
- Upgrade applicants from Certified Residential Real Estate Appraiser to Certified General Real Estate Appraiser must submit a NEW Experience Log for the 3,000 hours of experience obtained during no fewer than 30 months with 1,500 hours of the 3,000 in nonresidential appraisal assignments.

No one may claim more than 1,000 hours for "reviews" or "consulting."

An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal experience as defined in the Board's regulations.

## APPRAISAL SAMPLES

DO NOT SEND APPRAISAL REPORTS AT THIS TIME. ONCE YOUR APPLICATION IS RECEIVED, A LETTER WILL BE MAILED TO YOU REQUESTING WHICH SAMPLES NEED TO BE SUBMITTED. THE BOARD MUST SELECT WHICH SAMPLES TO REVIEW. PURSUANT TO ASC POLICY STATEMENT 10 (THE STATEMENT CAN BE FOUND @ [HTTP://WWW.ASC.GOV](http://www.asc.gov)).

APPLICANTS APPLYING BY AD VALOREM EXPERIENCE WILL ALSO BE REQUIRED TO SUBMIT APPRAISAL REPORTS ONCE THEIR APPLICATION IS REVIEWED. A LETTER WILL BE MAILED REQUESTING WHICH SAMPLE NEED TO BE SUBMITTED.